

INDIANA STATE DEPARTMENT OF HEALTH
HEALTH CARE ENGINEERING PROGRAM

SFTP Instruction Manual

Using FileZilla to Upload Design/Construction Plans

06/17/2015

This document provides the steps necessary to upload electronic design/construction plans to the Health Care Engineering Program using FileZilla over the State's secure FTP site.

I. IF NOT COMPLETED as part of the Autodesk® template process, then;

Prepare the volumes from the template process for uploading (including all the other required documents).

Step 1: Create a master folder in which to place all of the volumes (and all of the required documentation). The location of the folder on your computer is at your discretion.

Step2: Name the master file using the following format:

ISDH Project # _SubmittalPkg

[ISDH assigned project number (with hyphens) then an underscore followed by the word “SubmittalPkg”]

All ISDH assigned project numbers use the format of two digit county code hyphen two digit year hyphen ISDH sequence number. Here are two examples:

EXAMPLE 1:

The project is in Bartholomew County;

Year is 2012

ISDH sequence number = 22

Your assigned project number, as provided to you by email will be (and your master file name should therefore be):

3-12-22_SubmittalPkg

EXAMPLE 2:

The project is in Marion County;

Year is 2012

ISDH sequence number = 105

Your assigned project number, as provided to you by email will be (and your master file name should therefore be):

49-12-105_SubmittalPkg

Step 3: Drag and drop ALL required volumes and documents into this folder.

Step 4: When ALL documents are present, right click on the folder and choose “Send to” and then select “Compressed (zipped) folder” This process should yield a folder with the following title:

ISDH Project #_SubmittalPkg.zip

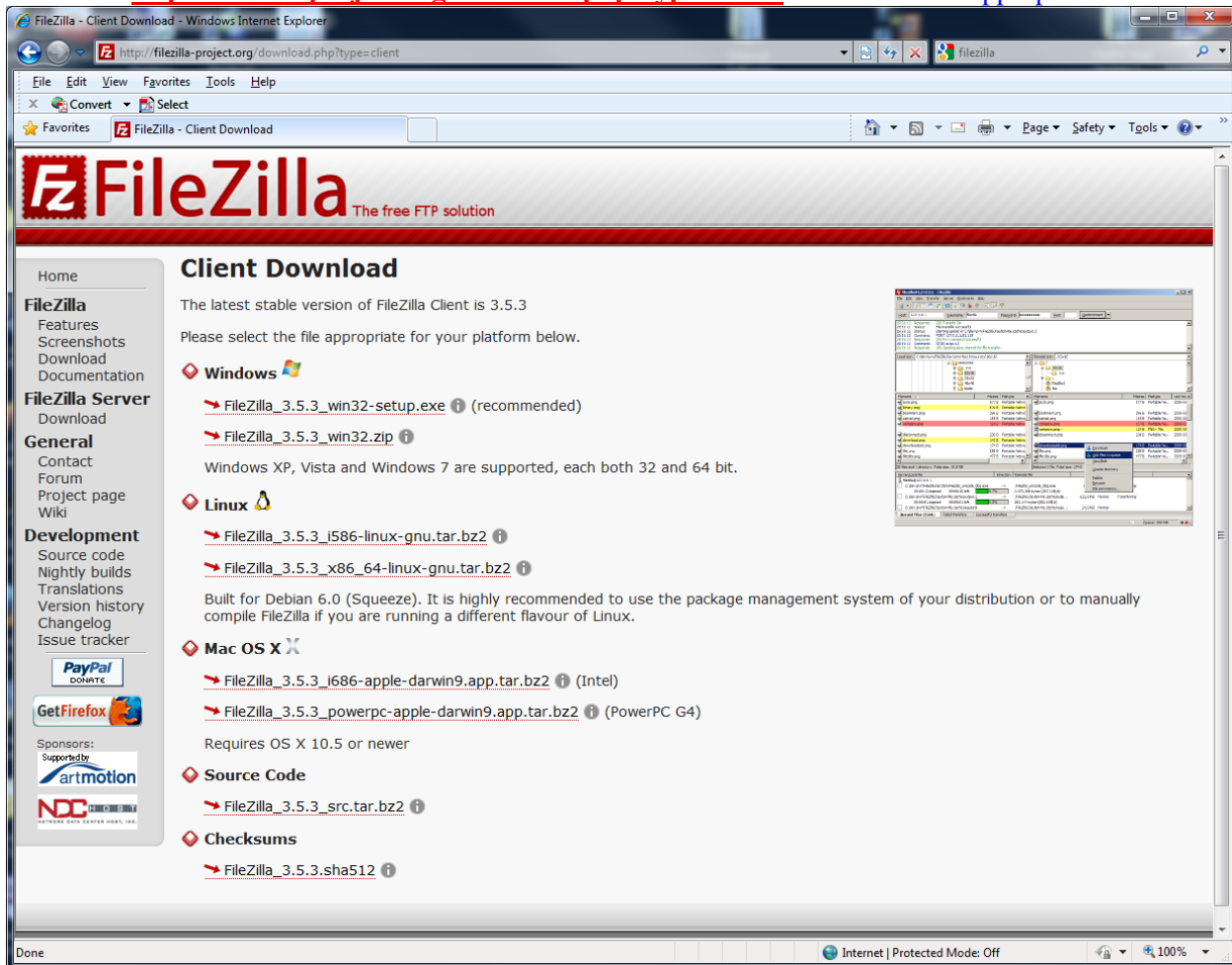
EXAMPLE: 3-12-22_SubmittalPkg.zip

EXAMPLE: 49-12-105_SubmittalPkg.zip

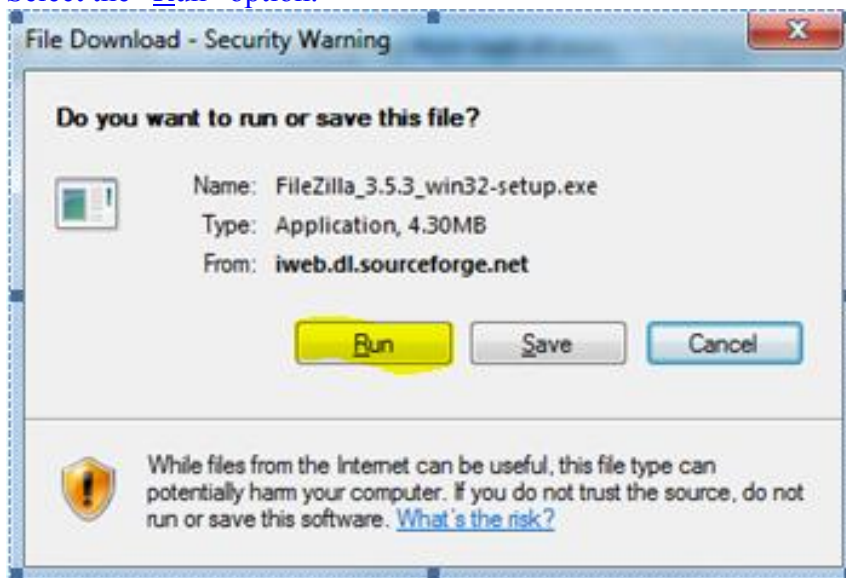
Step 5: Use the State's secure FTP site to upload the zipped folder. Instructions for using the FTP site are:

II. SFTP Client Download;

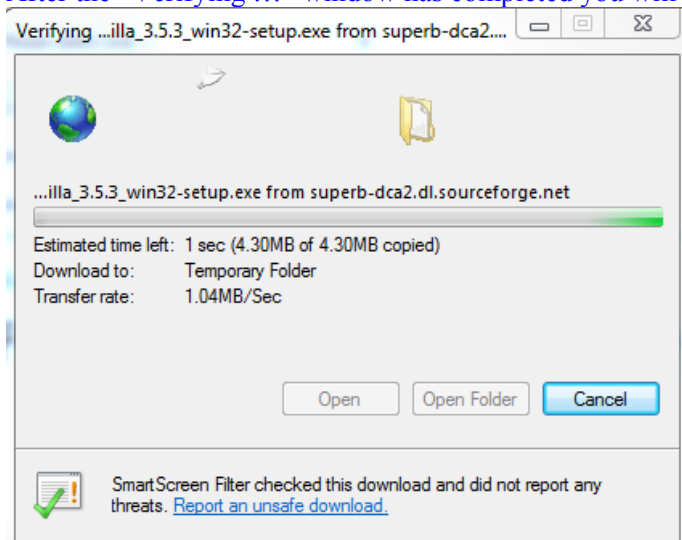
Go to the <http://filezilla-project.org/download.php?type=client> and choose the appropriate client download.



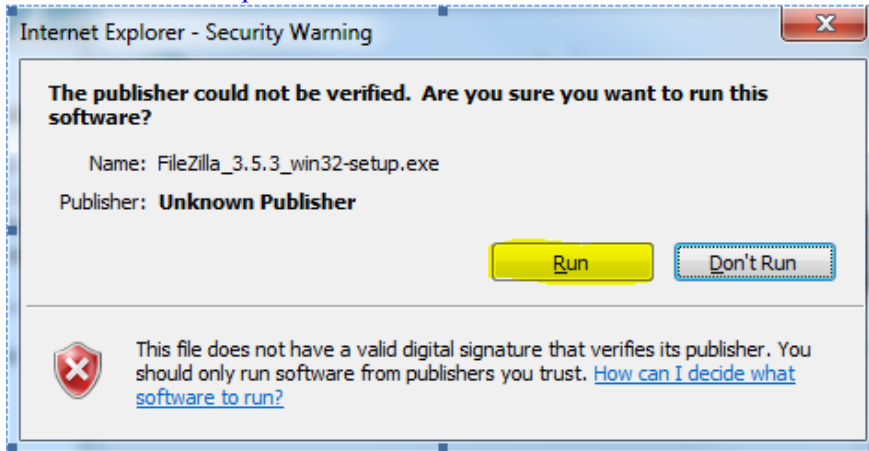
Select the “Run” option.



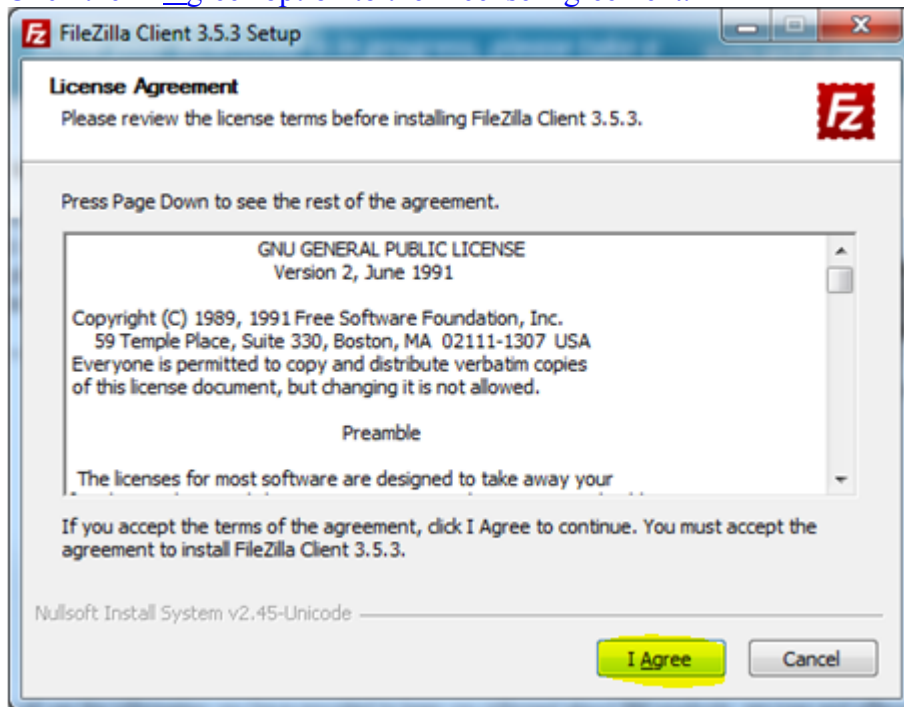
After the “Verifying ...” window has completed you will be prompted with “Internet Security” window.



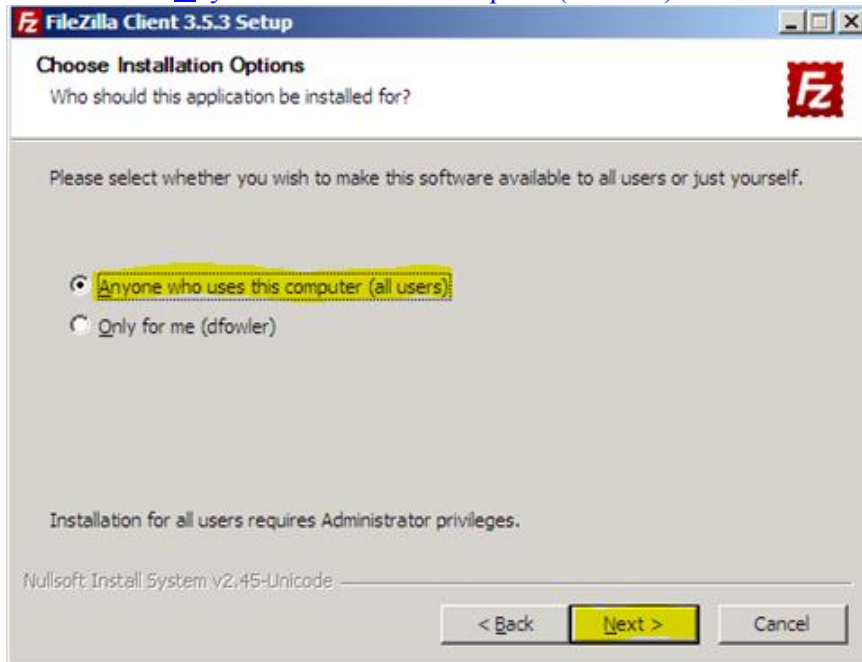
Choose the “Run” option below.



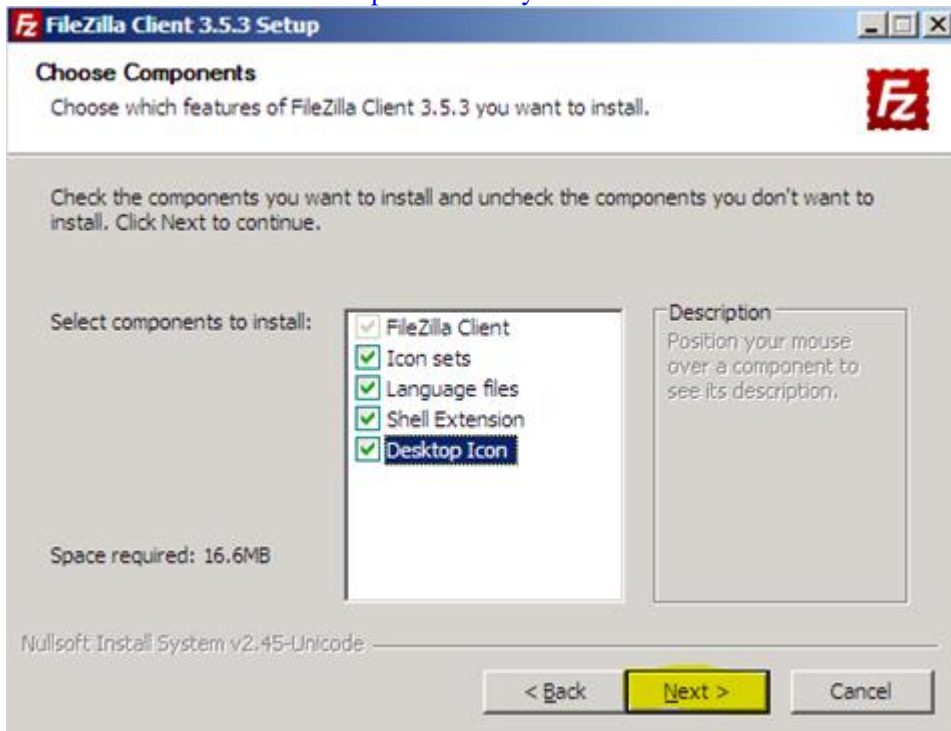
Click the “I Agree” option to the License Agreement.



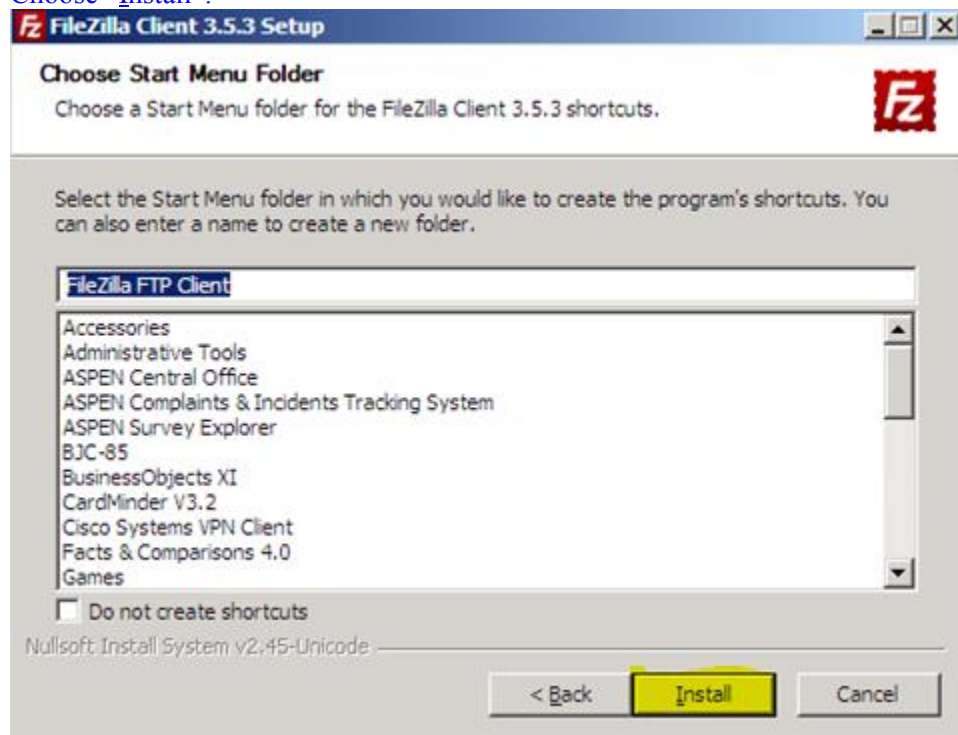
Choose the “Anyone who uses this computer (all users)”



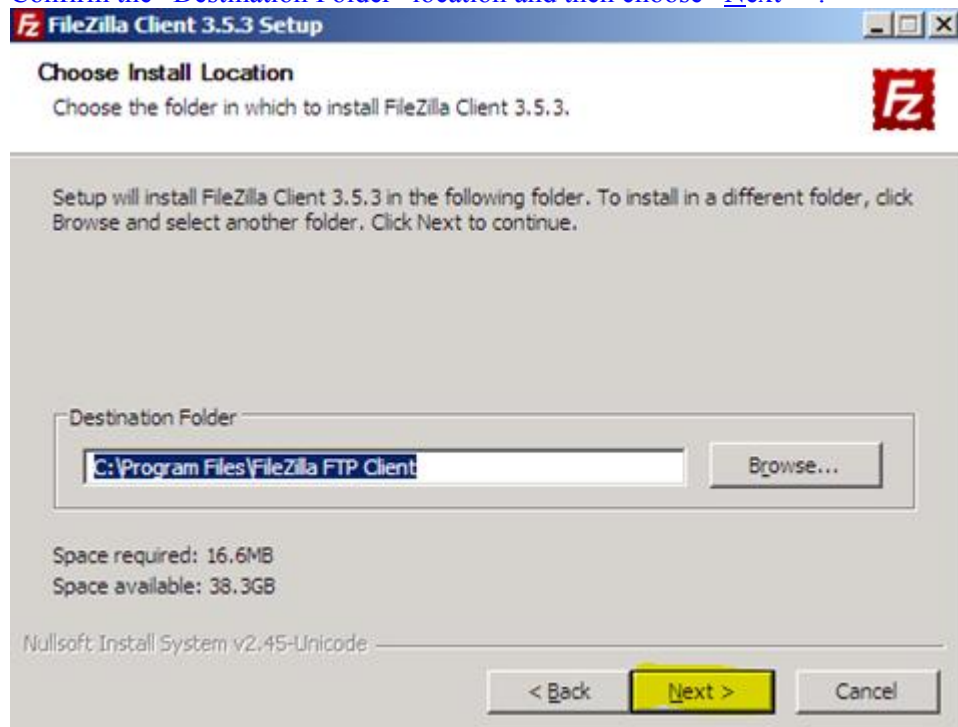
Next select or deselect the components that you would like to have installed then select “Next >”.



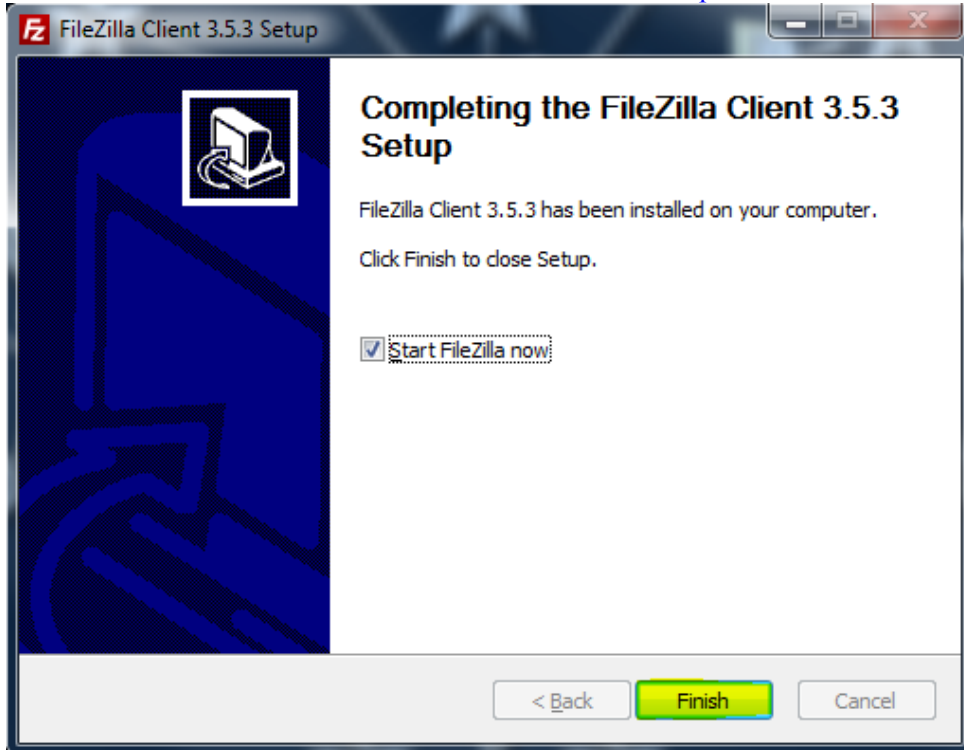
Choose “Install”.



Confirm the “Destination Folder” location and then choose “Next >”.

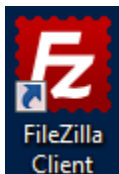


Choose “Finish” after the download and installation is complete as indicated below.

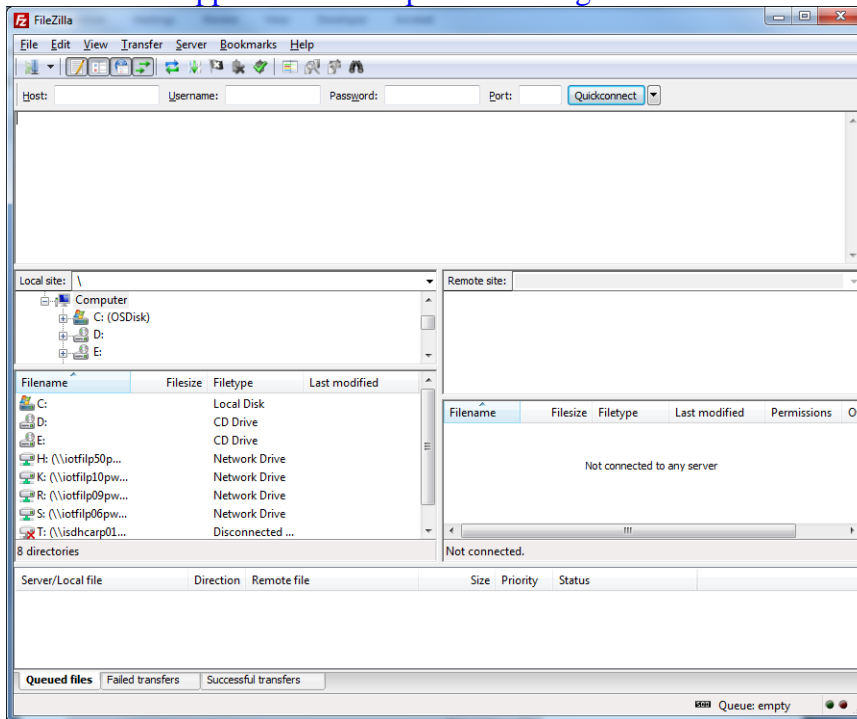


III. USING FileZilla to Submit and Retrieve Files and Folders;

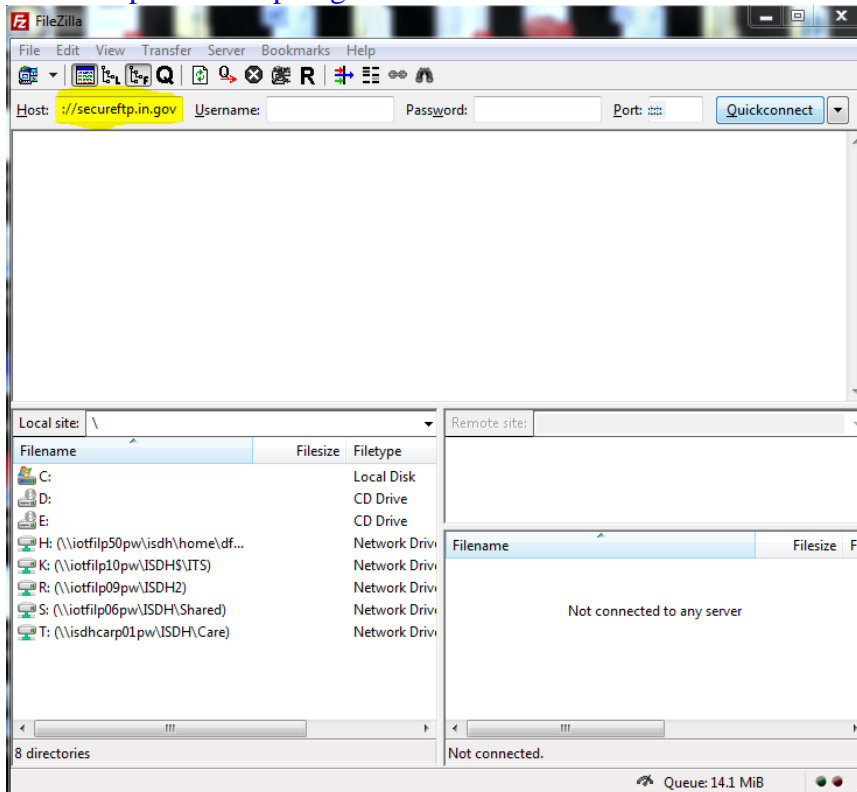
After installation, click on the FileZilla application desktop icon:



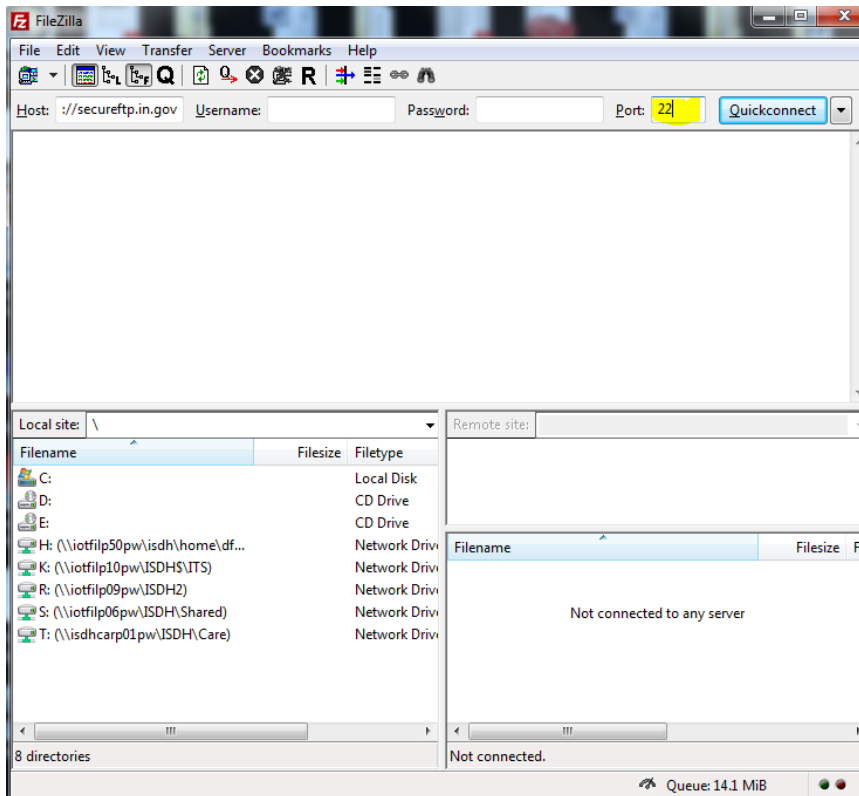
The FileZilla application will open to the Login screen:



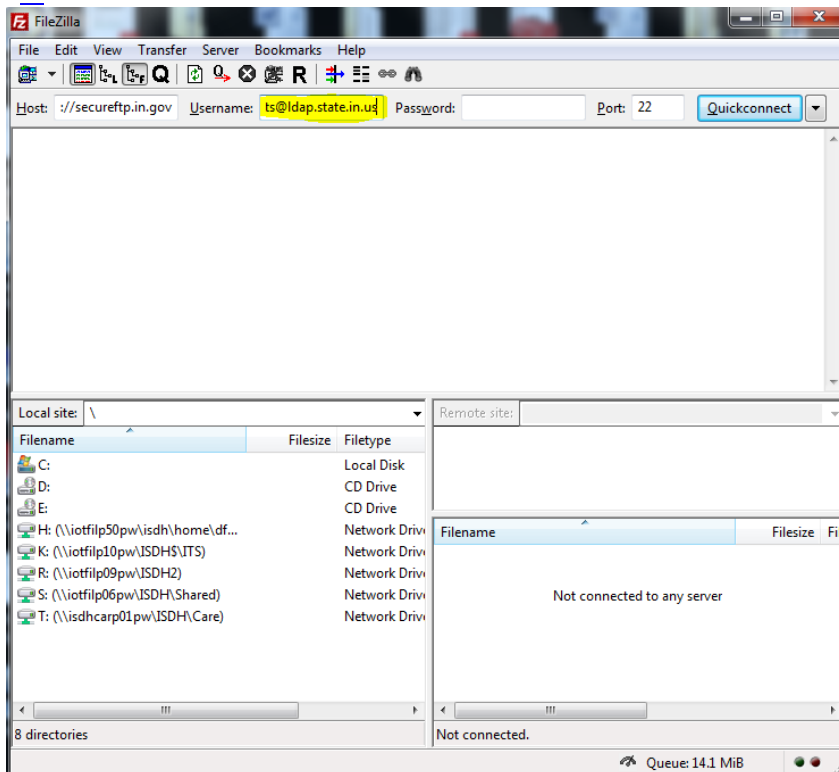
Enter “sftp://secureftp.in.gov” in the Host name field:



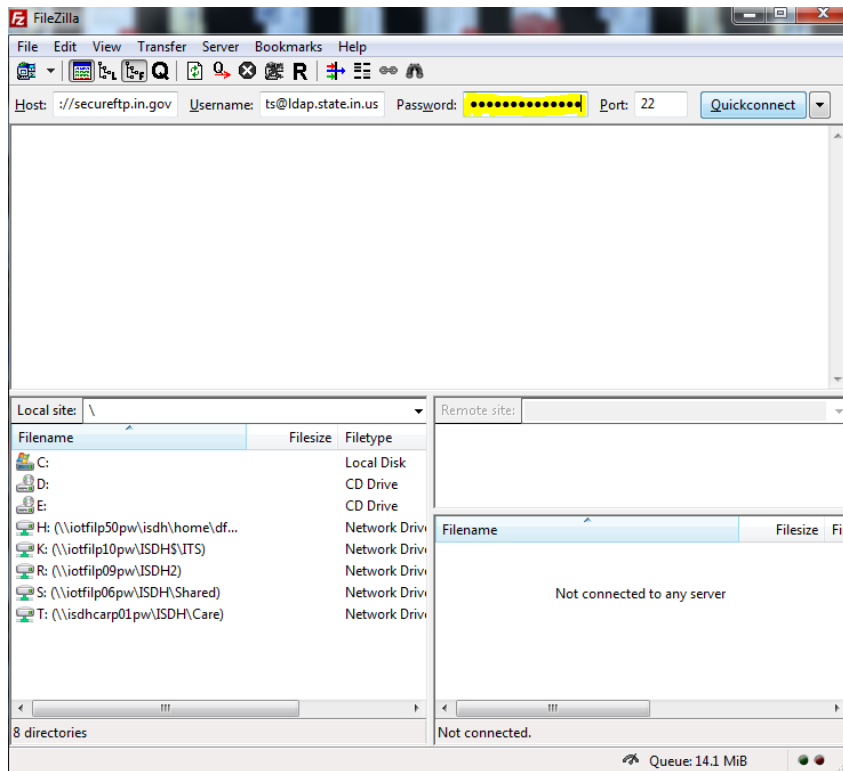
Next enter 22 in the “Port: box.



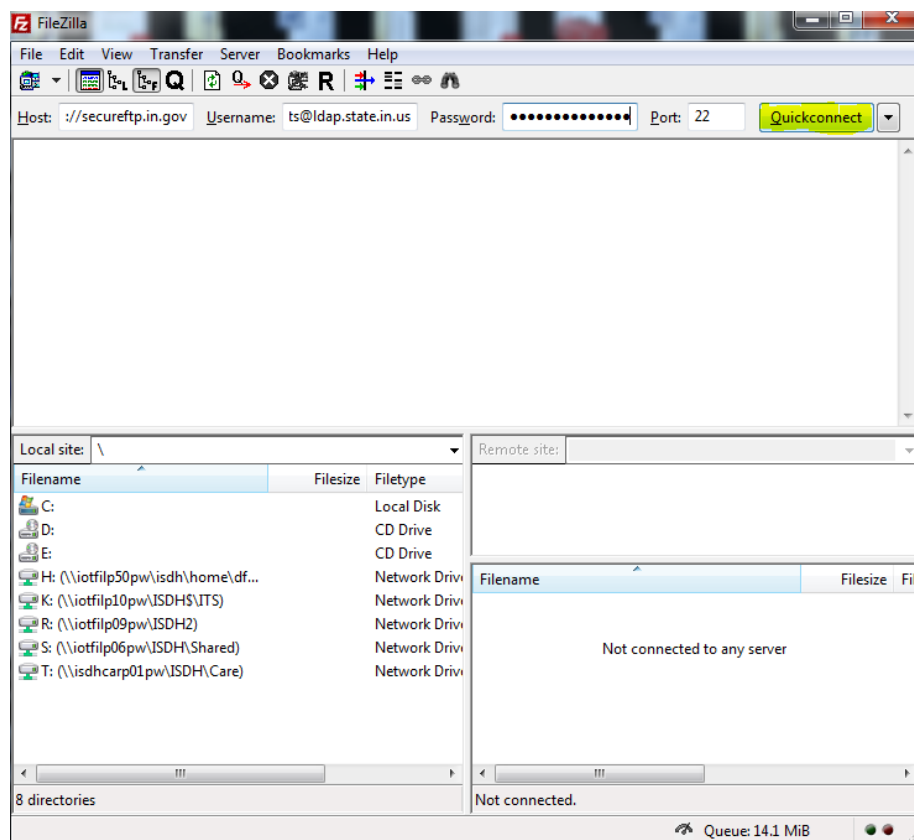
Next enter your assigned username (Example... 1-isdh-xyz123@ldap.state.in.us) in the “Username:” box.



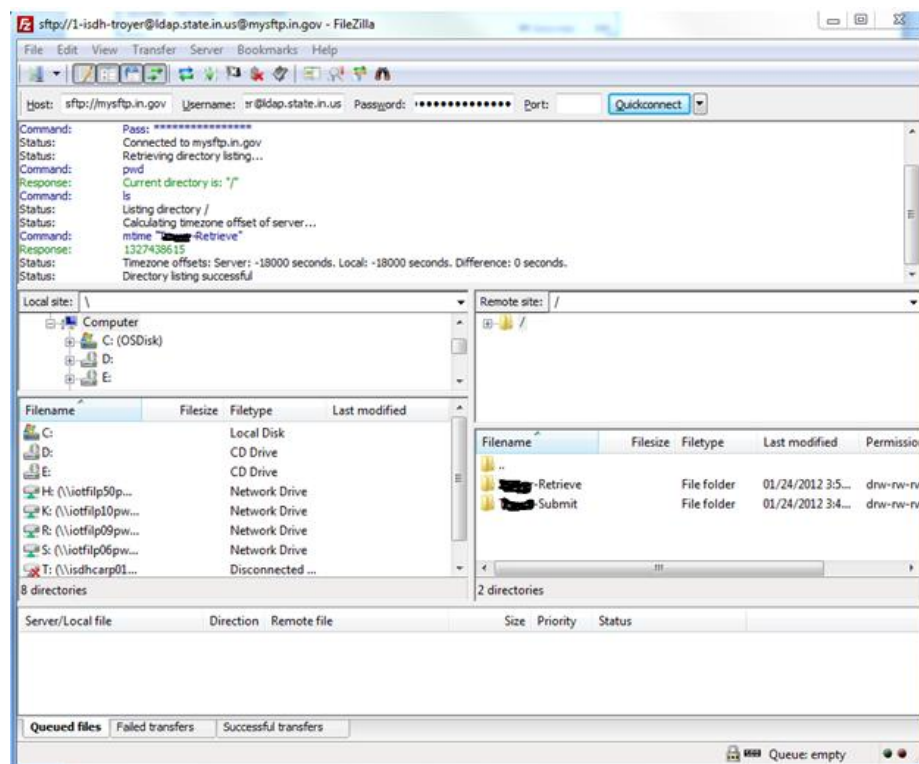
Next enter your assigned password in the “Password:” box. NOTE: Passwords are 16 characters long. There should not be a leading space.



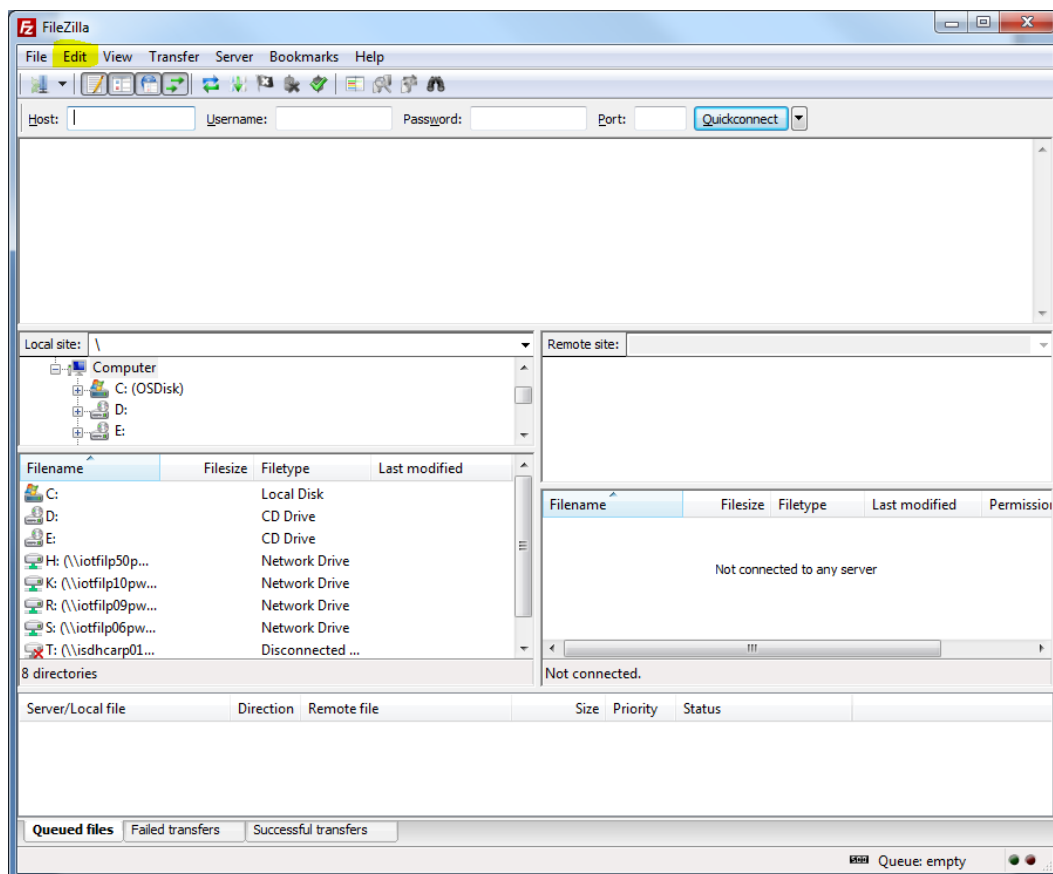
Click on the “Quickconnect” button and the FileZilla will connect to the ISDH Health Care Engineering FTP site.



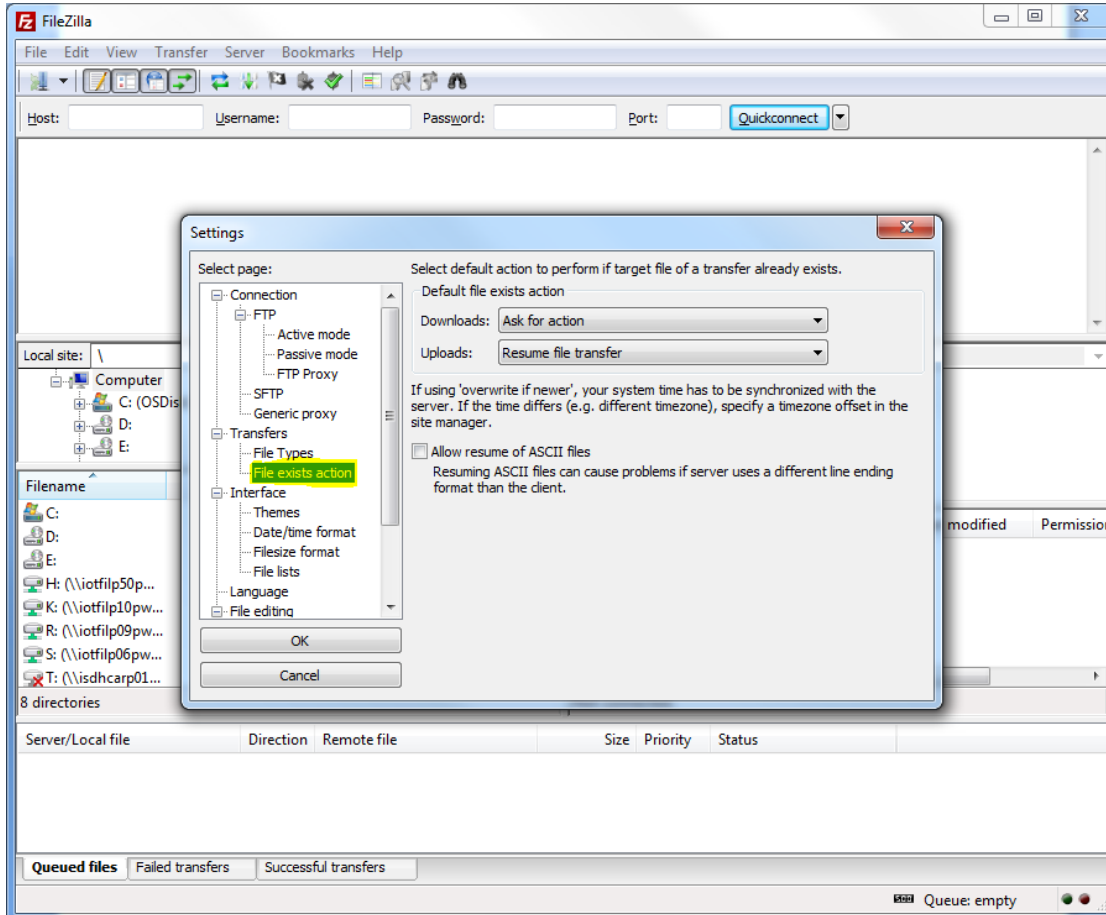
When the FileZilla Client has connected the client will appear as below:



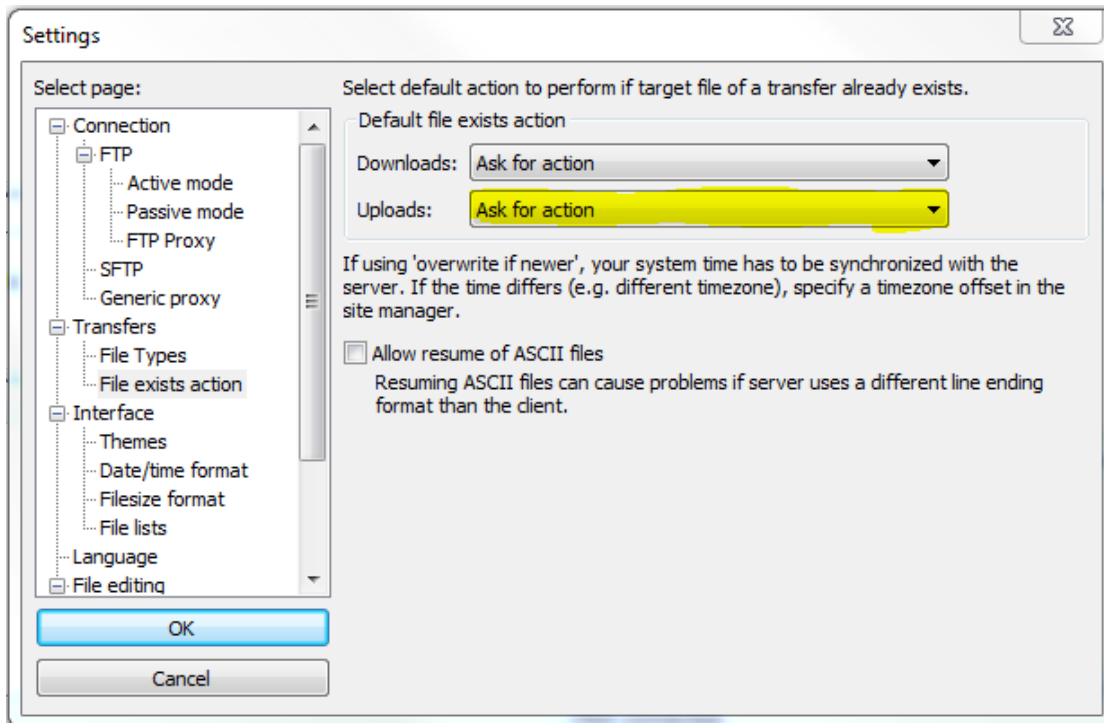
Click on the *Edit* option on the FileZilla toolbar and choose the *Settings...* option on the drop down menu.



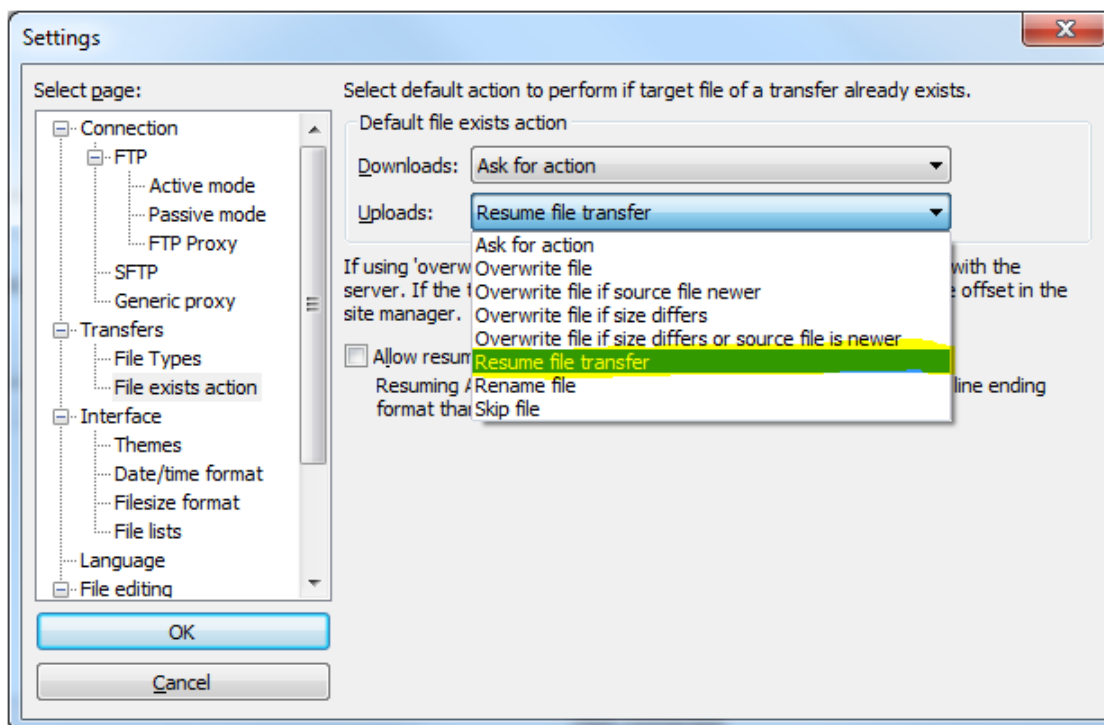
On the “Settings” menu, click on the “File exists action” found in the “Select page:” window found on the left side of the window.



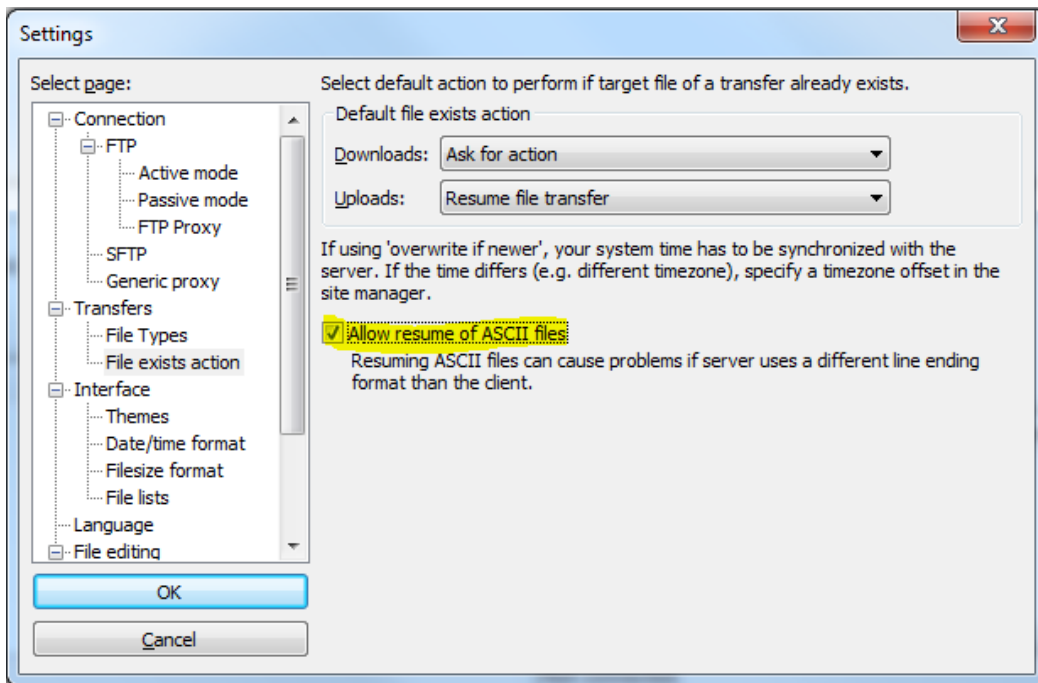
Click the down arrow to access the *Uploads*: drop down menu.



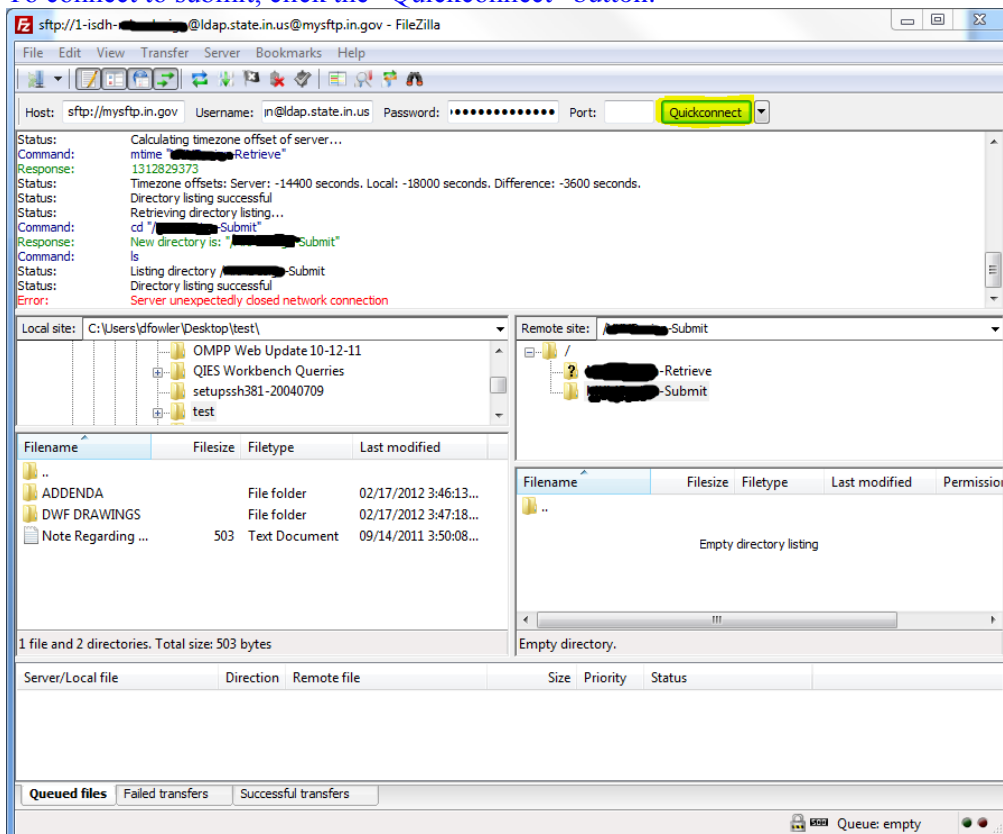
Choose the “Resume file transfer”



Place a “checkmark” in the box adjacent to *Allow resume of ASCII files* and click on the “OK” button in the bottom left of the Settings window. This will return you to the FileZilla main window.

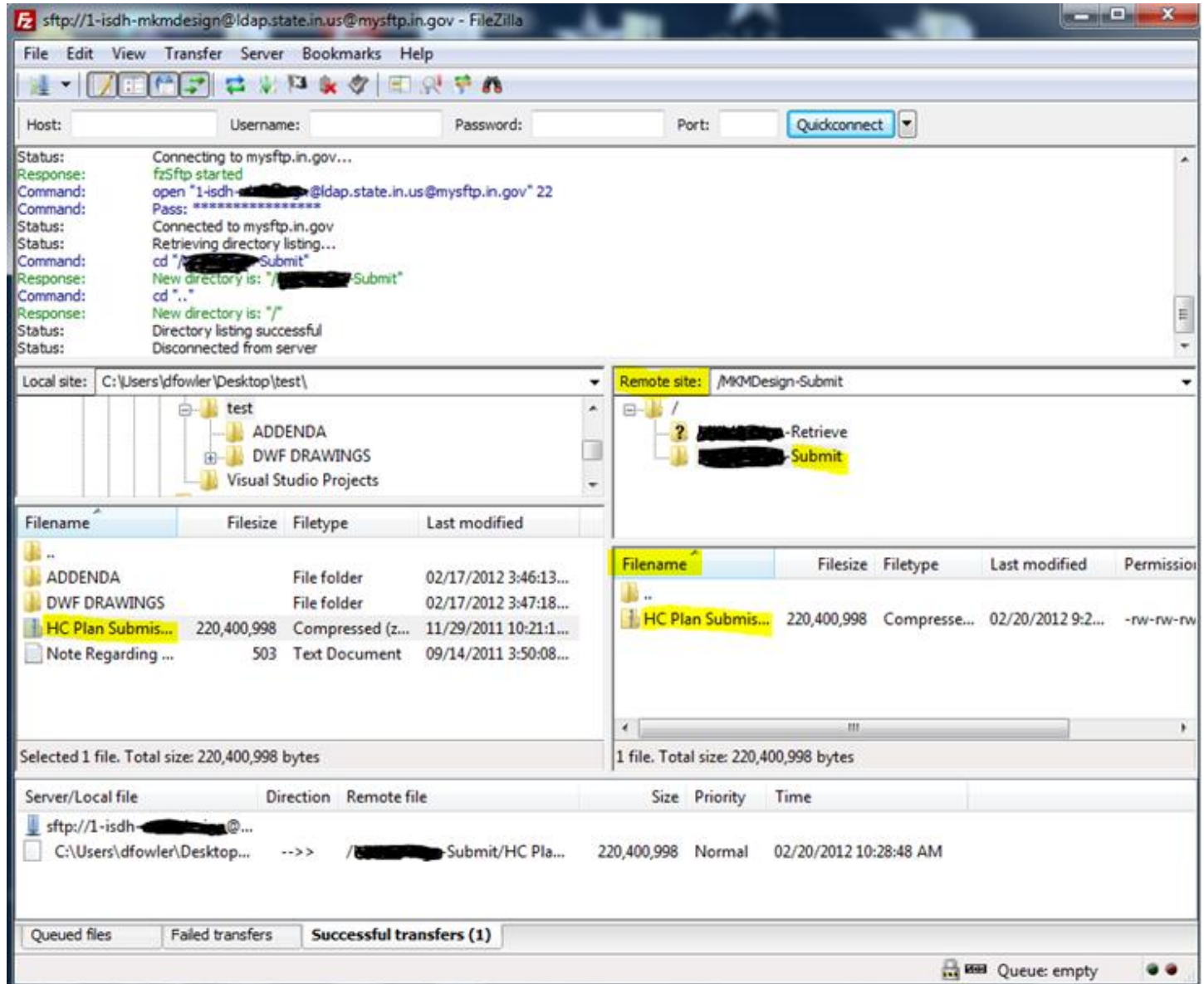


To connect to submit, click the “Quickconnect” button.



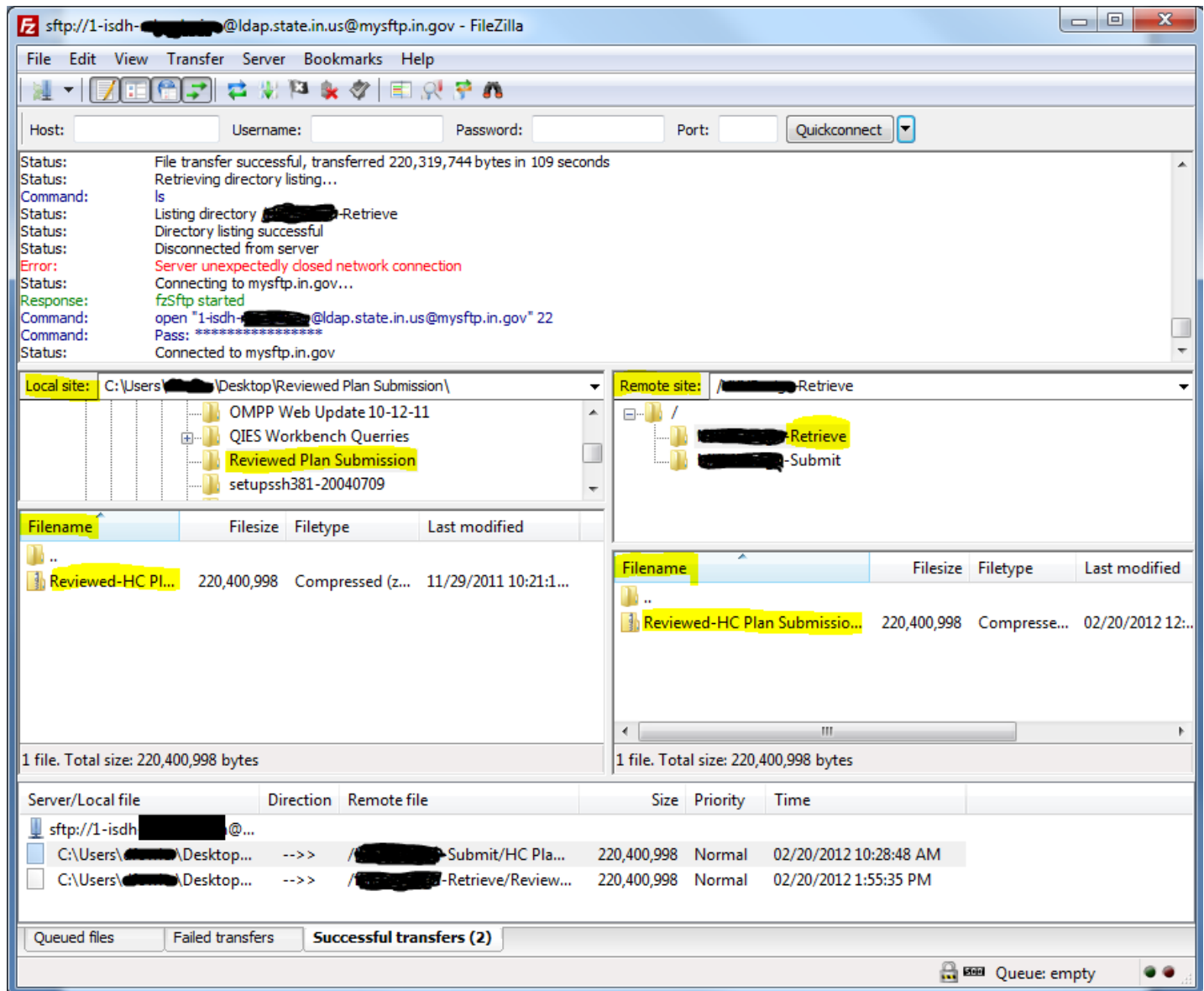
To “Submit” the zipped submission folder:

After the connection has been established with the FTP site, find the zipped submission folder under the *Local site*: window on the left side of the main screen. Drag the zipped submission folder to the “*Your Firm’s Name-Submit*” folder found on the right side of the main screen in the *Remote site*: window. The zipped submission folder upload progress will appear at the bottom window of the main screen. When the upload is complete, the zipped submission folder will appear in the *Filename* window on the right side of the main screen under the *Remote site*: window.



To “Retrieve” the reviewed zipped submission file or folder:

After the connection has been established with the FTP site, find the zipped submission file or folder under the *Remote site*: window on the right side of the main screen. Double click on the “*Your Firm’s Name-Retrieve*” folder found on the right side of the main screen. The zipped reviewed file or folder will appear in the window directly below in the *Filename* window. Drag the zipped reviewed file or folder to a local location (i.e. desktop) found on the left side of the main screen in the *Local site*: window. The zipped reviewed file or folder upload progress will appear at the bottom window of the main screen. When the upload is complete, the zipped reviewed file or folder will appear in the *Filename* window on the left side of the main screen under the *Local site*: window.



IV. To submit responses to comments made by the ISDH:

Step 1: Create a master folder in which to place all of the volumes. The location of the folder on your computer is at your discretion.

Step2: Name the master folder using the following format:

ISDH Project # _Response_YYYY-MM-DD

[ISDH assigned project number (with hyphens) then an underscore followed by the word “Response” then an underscore followed by the four digit year (response date) then a hyphen followed by the two digit month then a hyphen followed by the two digit day]

Here is an example:

EXAMPLE:

The project is in Bartholomew County;

Year is 2012

ISDH sequence number = 22

Your response date is January 9, 2013

Your folder name should therefore be:

3-12-22_Response_2013-01-09

Step 3: Drag and drop ALL volumes into this folder.

Step 4: When ALL volumes are present, right click on the folder and choose “Send to” and then select “Compressed (zipped) folder” This process should yield a folder with the following title:

ISDH Project #_Response_2013-01-09.zip

Step 5: Use the State’s secure FTP site to upload the zipped folder.

- a. If you need to download FileZilla, return to: **II. SFTP Client Download;**
- b. Otherwise, return to: **III. USING FileZilla to Submit and Retrieve Files and Folders;**